

## Laboratory Registration/Select Agent Transfer Program Instructions for Registration of Facility

- 1) Determine whether your facility is required to register.

A copy of 42 CFR 72.6 and a Federal Register Notice - *Notice of Site Registration Fee Schedule...* are included as attachments to this application package. Please read both documents carefully to determine whether your facility is required to register before you complete this application. Note that there are some exemptions to the registration requirement (see 42 CFR 72.6 subsection (h)).

- 2) Complete the **Background Information/Certification and Signature** form.

Refer to part (j) of the regulation and the Federal Register notice for definitions of "facility" and "responsible facility official". Be sure that your institution's responsible facility official signs the form before you return the application package to us.

Mark the select agents your facility works with and intends to receive or transfer under this regulation.

- 3) Decide which **Information on Select Agents** forms you need to complete for your facility.

Review the list of select agents you marked on the **Background Information/Certification and Signature** form (item 2, above).

Note that there are different **Information on Select Agents** forms for a) bacteria, viruses, rickettsiae and fungi, b) work with recombinant DNA, and c) toxins.

Select the **Information on Select Agents** forms appropriate for the select agents used by your facility.

Photocopy the **Information on Select Agent** forms as necessary

- 4) Complete the appropriate **Information on Select Agents** form for each select agent you listed on the **Background Information** form.

Note: If your institution has one principal investigator working with several closely related select agents at the same biosafety level in the same laboratory, you may group those together on the same form.

- 5) Determine which **Laboratory Assessment Instruments** are required for your facility's application.

Review the **Information on Select Agents** form you completed for each select agent or group of select agents (item 4). Your answers to the questions in section 1 will determine which **Laboratory Assessment Instruments** you will complete. (e.g., if you intend to work with a select agent in a laboratory at BSL3 and with small laboratory animals at ABSL3, complete the **Laboratory Assessment Instruments** for BSL3 and ABSL3 laboratories.)

Photocopy the **Laboratory Assessment Instruments** as necessary

- 6) Complete each required **Laboratory Assessment Instrument**.

7) Attach completed **Laboratory Assessment Instrument(s)** to the corresponding **Information on Select Agents** forms.

8) ~~Calculate the registration fee for your facility, using the Federal Register Notice of Site Registration Fees (included as an attachment to this application package). Complete the registration fee portion of the Background Information/Certification and Signature form and attach a check for the required amount.~~  
Send the entire package to:

Centers for Disease Control and Prevention  
Office of Health and Safety  
Laboratory Registration/Select Agent Transfer Program  
1600 Clifton Road, NE., Mail Stop A13  
Atlanta, GA 30333